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Weekly Report for Week Ending 17 September 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

a. OTR [REDACTED] 25X1A9a 25X1A2d1

✓ Approximately 25 cu. ft. of material maintained by Project [REDACTED] OTR has been destroyed.

b. Legislative Counsel [REDACTED] 25X1A9a

✓ The audit of the Records Management Program has been completed. Accomplishments include: a revised records control schedule; a subject file established; three feet of records destroyed, and three feet retired to the Records Center. The survey resulted in the transfer of a distribution function to the Library together with 20 feet of Congressional publications which enabled the Staff to release eight bookshelves and a conference table from its crowded work area. A revision of the Congressional personalities file is in process and will be completed before the new Congress convenes. This file will be reduced in size and the pressboard folders currently used will be replaced with standard type folders. Project is complete.

25X1A9a c. OCR/Acquisitions Branch [REDACTED]

✓ Plans for installation of bookshelving has been presented to and accepted by Mr. [REDACTED] of the Acquisitions Branch. [REDACTED] will order the required equipment.

25X1A9a

25X1A9a d. ORR [REDACTED]

but Revised one item on ORR Schedule which will permit the retirement of record copies of CIA Maps from the Map Library.

2. Assignments

25X1A9a a. ONE [REDACTED]

✓ Assisting the ARO in implementing the records program in her area. Sensitive type files are being reorganized.

25X1A9a b. Records Systems - Security Staff, New Building [REDACTED]

25X1A9a

✓ Filing equipment has been ordered. Forms are being printed and the Clerical Pool has agreed to do an assembly job for us when the material is available.

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c. Revision of Records Control Schedules - OCR [REDACTED]

25X1A9a

Met with Mr. [REDACTED] ARO, and Mrs. [REDACTED] to discuss the revision of their Records Control Schedules. Project will get under way after a meeting next week with their Division Records Officers.

25X1A9a

d. Office of Central Reference/IR Mock-Up [REDACTED]

25X1A9a

Partial shipment of the filing equipment ordered for this installation is due in today.

25X1A9a

e. Office of Personnel/Contract Personnel Division/Card Index [REDACTED]

This Staff has been requested to make suggestions for improving the processing, handling, and filing of approximately 15,000 5"x8" cards used as an index to individuals placed under contracts on a personal services basis. These cards are quite active and are now housed in Kardex and 4 drawer safes.

f. Office of Logistics/Passenger Movement Branch/Equipment Modification and Improvement [REDACTED]

25X1A9a

In response to a request from Capt. [REDACTED] of the Passenger Movement Branch, existing equipment used for storage of forms and supplies was examined. Capt. [REDACTED] requested that we suggest a better method of storage as well as recommend some type of equipment better suited for the job than that now in use.

25X1A9a

g. [REDACTED]

25X1A9a

Contacted Miss [REDACTED] ARO, concerning the filing equipment (Safe-T-Stak) needed for the remainder of the Index Cards. Miss [REDACTED] indicated that they would be ready to discuss this in the near future.

25X1A9a

h. Office of Logistics/Stock Management [REDACTED]

No change from previous report.

25X1A9a

i. Office of Logistics/Security Staff [REDACTED]

Suspended.

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j. Office of Communications/Engineering Division [REDACTED]

No change from previous report.

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k. Shelf Filing/Office of Communications [REDACTED]

No change from previous reports.

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3. Vital Materials

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X✓ The Vital Materials Deposit Schedule for OCR was received this week. This schedule signed by Mr. [REDACTED] has been forwarded to the Repository.

Microfilming of Vital Materials in OCR/IR and the Office of Personnel has been completed.

25X1A9a

Fourteen members of DD/P visited the Repository last week. Mr. [REDACTED] briefed this group in the Vital Materials Program describing operations from the selection stage through to the recovery of documents at time of emergency. Mr. [REDACTED] RID, made a deposit and withdrawal for this office.

25X1A9a

4. News

W ✓ a. As a result of the abolishment of the Reading Laboratory, OTR, approximately 32 cubic feet of material can be destroyed immediately, 2 feet retired to the Records Center for temporary storage and 24 feet of library material can be returned to the OCR Training Library. Seven pieces of filing equipment can be returned to stock representing an investment of \$2,012.

b. Mr. [REDACTED] is on Military Leave.

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